

DISTRICT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses responsible supervisory positions, the primary duties of which are the management of fire suppression operations for a fire district on an assigned shift and the supervision of all personnel assigned to that district for the assigned shift. Incumbents of this class provide for the preparation and maintenance of required records, train subordinates, perform fire prevention and fire investigation duties, supervise the care and maintenance of assigned equipment, and perform public relations duties, in addition to commanding emergency scene operations until relieved by a superior officer. The District Fire Chief works with a high degree of independence, having work reviewed by an Assistant Fire Chief. This class ranks directly below that of Assistant Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages all fire suppression activities for a fire district on an assigned shift. Conducts inspections and observes assigned operations.

Supervises the preparation and maintenance of records and reports of the assigned shift by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Completes records required to document the activity of the shift, including LFIRS reports. Compiles and organizes the data needed and writes reports as required.

Answers questions for the public about the operation of the fire department or any related areas of emergency services. Conducts tours of department facilities for school or civic groups.

Takes command and directs operations at the scene of a fire or other emergency until relieved by a superior officer. Performs size-up and directs subordinates in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of sprinkler and standpipe systems, use of water supplies, salvage and overhaul, first aid, CPR, and emergency medical services. Personally acts as part of the fire attack team. Takes charge of all safety procedures at the scene of a fire or other emergency.

Participates in handling emergencies involving hazardous materials. Maintains fire ground communications.

Supervises subordinate department personnel. Holds meetings to receive reports and disseminate information. Inspects appearance of personnel to insure compliance with departmental standards for safety and propriety. Assigns duty areas and work schedules, and approves leave. Provides assistance in technical areas of work. Oversees and evaluates the work of subordinates, and writes employee evaluation reports. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline among assigned subordinates.

Personally conducts classroom training and drills and evolutions. Provides for on-the-job training for all new department employees.

Enforces fire prevention codes such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Collects information for pre-fire planning. Collects and labels evidence of possible arson and assists arson investigation personnel. Testifies in court when required.

Supervises the care and maintenance of assigned equipment, apparatus, vehicles, and property. Personally tests or directs the testing of equipment to insure that this meets all applicable federal, state, and local standards. Arranges for repairs and maintenance of equipment, and inspects these following repairs to insure that repairs were properly accomplished. Disburses supplies and equipment to personnel as required.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by filing deadline for applications for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

At the time of application for examination, must be an incumbent in the class of Fire Captain. Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding application to board.

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